



HOPI GUIDANCE CENTER
(Behavioral Health Services)

BEHAVIORAL HEALTH THERAPIST

INTRODUCTION: This position is responsible for providing direct professional assessment/counseling services to individuals identified/referred for behavioral adjustment therapy, maintains a client caseload and performs related duties requiring a comprehensive knowledge of the principles, methods and practices in the psychotherapy profession and excellent client case management skills.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive)

1. Conducts assessments, evaluations and therapy for individuals and families experiencing psychological and behavioral illness or problems brought on by stress, trauma, substance abuse, family dysfunction, psychiatric problems, etc.; develops and implements treatment plans and provides related counseling services on an individual or group basis.
2. Maintains a client case load in accordance with accepted principles, methods and practices in the psychotherapy profession; maintains client cases from initial assessment/evaluation to placement in structured program/home or completion of therapy counseling and performs essential case management functions critical to the successful adjustment of the client
3. Collaborates and coordinates services with other behavioral health agencies, social services agencies, hospitals, residential home providers, courts, schools, employment agencies, client's family/relatives, etc. to implement service/treatment plans; conducts periodic follow up/monitoring visits, and provide mental health consultation.
4. Participates in assessment, evaluation, service plan development and monitoring services (treatment) of chronically mentally ill clients/patients at their homes or who are placed in facilities located off the Hopi Reservation.
5. Maintains current, ongoing case documentation in adherence to generally acceptable mental health program standards and in accordance with contractual agreements.
6. Regularly enters client and other case data into the RPMS/GUI database program.
7. Participates in program on-call behavioral health services.
8. Performs other related duties as assigned or authorized to achieve program and client objectives.

COMPLEXITY: The work involves a variety of unrelated processes and methods in psychotherapy, counseling and client assessments. The selection of appropriate casework methods and treatment techniques are based on circumstances requiring flexibility, refining and variations in approach. The incumbent initiates and develops service plans in compliance with established program regulations, policies, professional standards and appropriate cultural values.

SUPERVISION RECEIVED: The incumbent is under general supervision and line authority of the Psychiatrist and/or Clinical Psychologist. The supervisor makes assignments by establishing the objectives, standards, priorities and timelines. The incumbent plans and carries out assignments independently in accordance with policies and program requirements and consults with the supervisor and/or other professional staff on difficult or complex cases. Completed work is reviewed and evaluated from the standpoint of effectiveness in providing client services and in compliance with established program regulations, policies and objectives.

PERSONAL CONTACTS: Contacts are with employees within/outside the immediate work area, clients, personnel of federal, state and tribal government agencies/organizations and the general public. The purpose of these contacts is to exchange factual information, coordinate services and establish and network of resources benefiting the client. Contacts may be difficult due to the client's/individual's attitude or reluctance to obtain/supply the needed information.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: Work is performed in a standard office environment and occasionally in the community when conducting public meetings; requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment. The incumbent will be expected to work evening, weekends and/or holidays and/or 24 hour on-call basis. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required education, Training and Experience:

A. Education : Master's Degree in Psychology, Social Work, Counseling or related Behavioral Health Sciences field;

AND

B. Experience : Three (3) years related work experience maintaining a client caseload for individual/group psychotherapeutic assessment and counseling;

OR

C. Any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skilled and Abilities:

A. Knowledge:

Considerable knowledge of the principles, techniques and trends in the field of psychology
Considerable knowledge of substance abuse therapy methods and techniques of providing psychotherapy and assessing human behavior
Working knowledge of substance abuse therapy methods and techniques
Knowledge of and appreciation for American Indian cultural and tradition in the application of mental and physical healing
Knowledge of the economic, social and cultural environment of the Hopi Indian Reservation

B. Skills:

Skill in psychological and social case management including related assessments and psychotherapy
Skill in verbal and written communication
Skill in leadership
Reflective listening skills

C. Abilities:

Ability to make independent decisions pertaining to client therapeutic care and exercising good clinical judgment
Ability to identify, assess and evaluate socio-psychological problems of adults, adolescents and children

Ability to demonstrate empathy to effectively engage clients in a compassionate and healing manner
Ability to prepare and maintain required reports and statistical records
Ability to establish and maintain an effective working relationship with others

NECESSARY SPECIAL REQUIREMENTS:

1. Must complete and pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Possess a valid Arizona Driver's License and complete the Hopi Tribe's Defensive Driving course.
3. Arizona State License eligible for Certified Counselor and acquire license within twelve (12) months of employment.
5. Maintain confidentiality of client records, documents, etc.

REVIEWED BY:  _____ 8/20/08
Hiring Authority Date

APPROVED BY:  _____ 08-26-08
Personnel Director Date